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EB 6-2053

D R A F T
SA/DDA:RBS:hh
24 November 54

~~CONFIDENTIAL~~

MEMORANDUM FOR: Chief of Administration
Office of the Deputy Director (Plans)

25X1A

SUBJECT : [REDACTED] Table of Organization

25X1A

1. On 30 July 1954 I approved the [REDACTED] Table of Organization on the basis that job descriptions would be developed in 90 days. This was the time estimated by the Chief, FE Division, as being necessary for developing the job descriptions.

2. I am advised that even though we have run more than three weeks over the original estimated time, only about 25 percent of the required number have been submitted.

3. I note also that we have now received the proposed FE Support Mission Table of Organization for consideration and that this also requires processing without the statements of functions, work load data, and job descriptions. I realize that we should have a Table of Organization established which approximates that necessary to carry out the functions in the field, and that the mechanics of processing personnel actions are much easier when there are current position titles and numbers. The review of a Table of Organization without the details behind the various positions, however, is almost meaningless and the approvals given on an interim basis ^{must be} subject to review when the details have come in.

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4. Would you pass on to your staff and to the field the fact that [REDACTED] requires the submission of details with the Table of Organization which will permit a proper evaluation. It would be appreciated also if you would let me have a current estimate as to when we may receive the balance of the job descriptions covering the [REDACTED].

25X1A

L. K. WHITE
Deputy Director
(Administration)

cc: C/Mgmt Staff

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19 November 54

MEMORANDUM TO: Colonel White

SUBJECT : Job Descriptions

25X1A

1. I checked with [REDACTED] (the FE Personnel Officer) who advises that over 100 of the individual job descriptions are on file in Personnel.

25X1A

2. [REDACTED] who had been supervising this operation in the field was brought home on emergency PCS a couple of months ago and as a result the work slowed down. [REDACTED] has recently written in asking for a two months extension on the time limit which had been established.

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3. In view of the above, I suggest we take no action at the present time but ask [REDACTED] to follow up with Personnel about the middle of January to see that the work on the job descriptions is progressing satisfactorily. I have prepared a buck slip for your signature if you concur.

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[REDACTED]

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TRANSMITTAL SLIP		
(Date) _____		
TO: Chief, Management Staff		
BUILDING	ROOM NO.	
██████████	137	
REMARKS:		
<p>John:</p> <p>Did some checking on this and find that over 25 percent of the job descriptions have come in and that they are continuing to be worked on although there will be some delay because of personnel changes in the field.</p> <p>I wish you would follow up with Personnel about the middle of January to see if the work on the job descriptions is still progressing satisfactorily at that time.</p>		
FROM: L. K. White, DD/A		
BUILDING	ROOM NO.	EXTENSION
Admin	226	17
FORM NO. 36-8 SEP 1946		

16-65268-1 GPO